

DEPARTMENT OF PUBLIC EDUCATION  
DEPARTMENT OF PUBLIC INSTRUCTION  
SENIOR ASSOCIATE STATE SUPERINTENDENT

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on October 5, 1984, governing the records series listed herein has been reviewed, corrected, and is hereby again approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**SENIOR ASSOCIATE STATE SUPERINTENDENT**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule and the

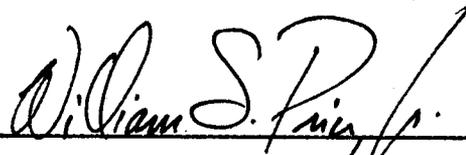
**SENIOR ASSOCIATE STATE SUPERINTENDENT**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

**APPROVAL RECOMMENDED**



William W. Peek, Senior Associate  
State Superintendent  
Department of Public Instruction

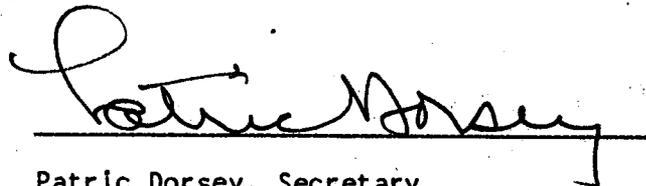


William S. Price, Jr., Director  
Division of Archives and History

**APPROVED**



A. Craig Phillips, Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

March 27, 1987

JH

## **Memorandum**

**DATE:** October 10, 2000

**FROM:** Laura L. B. Hensey *LBH*  
Records Services Branch

**RE:** Department of Public Instruction schedules

This records retention and disposition schedule was reprinted to provide a SCHEDS printout that includes item numbers. This secondary printout is a convenience copy only and may be discarded when the schedule is updated or discontinued.

The SCHEDS printout may not match exactly the original schedule which follows it. Many of the missing items were moved to schedules dated between 1990 and 1997. Others were removed during the item inventory which brought the schedules into compliance with the *General Schedule for State Agency Records* in October, 2000.

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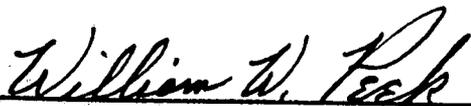
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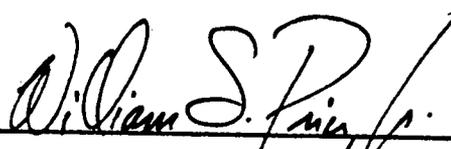
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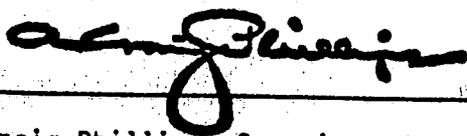


William W. Peek, Senior Associate  
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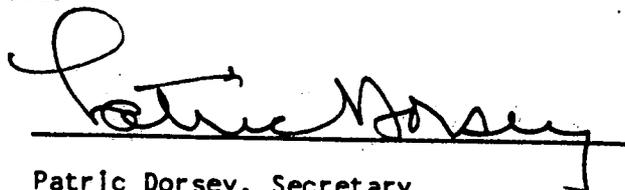


William S. Price, Jr., Director  
Division of Archives and History

**APPROVED**



A. Craig Phillips, Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

March 27, 1987

**General Schedule for State Agency Records,**

effective October 1, 2000

Remaining items retain the  
original date shown herein

JH

**DEPARTMENT OF PUBLIC INSTRUCTION  
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**ITEM 1236. DEPARTMENTAL SUBJECT FILE.**

Official copies of data concerning subjects pertinent to departmental operations. File concerns subjects such as Annual Data Control Committee, school bond issues, budgets, Committee on Evaluation and Information Assistance, educational surveys, Commission of Recodification of Public School Laws, energy, Governor's Commission on Public School Finance, publications, and other topics and commissions. File includes correspondence, newsletters, memorandums, reports, and other data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1237. STATE GOVERNMENT CORRESPONDENCE FILE.**

Official copies of departmental correspondence with other state agencies and organizations, primarily concerning routine matters affecting departmental operations.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 2 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1239. REGIONAL CENTER FILE.**

Official copies of material relating to the organization and daily operations of the eight Regional Service Centers to provide departmental services to each local education agency (LEA) throughout the state. File includes correspondence, newsletters, and other related data.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 2 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1241. LOCAL EDUCATION AGENCY (LEA) FILE.**

Official copies of correspondence between the Superintendent, Associate State Superintendent, Special Assistant to the Superintendent, and local education agencies. File may concern or include suspension of school days, LEA problem areas, requests for assistance, LEA publications, and various other documents.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3837. SUPERINTENDENTS' MEMORANDUMS FILE.**

Official copies of memorandums from the State Superintendent and Assistant State Superintendent to superintendents of LEAs concerning educational matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3838. LOCAL SUPERINTENDENTS' CONTRACTS FILE.**

Official copies of employment contracts between superintendents of LEAs and local school boards. File also includes certification of election forms.

DISPOSITION INSTRUCTIONS: Destroy contracts in office after termination of services. Transfer certification of election forms to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**ITEM 19136. FEDERAL GOVERNMENT FILE.**

Official copies of data received from federal agencies, primarily relating to educational matters throughout the state. File includes newsletters, announcements, reports, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**ITEM 19141. LEGISLATION FILE.**

Reference copies of data concerning proposed state legislation affecting public education in North Carolina. File contains draft and/or ratified copies of bills, daily legislative bulletins, legislative status reports, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 19142. COURT CASE FILE.**

Reference copies of data concerning court cases involving public education in the state. File includes motions, summons, notices of hearings, restraining orders, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.